App F IX 1

Previous References (1941 / Ml) File No 12-41
Serial Nos 18, 29

Later References

GENERAL AND REVENUE SECRETARIAT

Serial Nos

Part B for June 42

SUBJECT

Introduction of the improved system
of Office Procedure into the Trust Boards
Offices, Mysore

To,
The Chairman, C D T Bd Mysore
The Comptroller.
The D C Mysore
The R C
The Supdt Govt Printing
L 12132-6/30 6 42
Sometimes the proposed

Introduction of the improved system of Procedure into the Trust... Mice, Mys.

General and Revenue Secretariat | File No 7588/L of 1941-42 (2) | [App F III-2

Serial No

1) The simplified system of office Procedure is in vogue in all the District & Taluk offices in the State. Its introduction into the Town Munsiff Ct. has been sanctioned vide Govt Order No. L 4883-62 / Mulgi-35-41 dt 20.12.35.

11) The President, Mysore City Municipal Council has made a recommendation to introduce the same into the Mysore City Municipal Office from 1.7.42. That file has been sent separately.

12 The present proposal is to introduce the system of office procedure into the office of the Trust Board at Mysore from 1.7.42. It is stated that the required registers & forms have also been received.

The proposal may be approved.

Law Secy 25/6/42

Minister L S S)

Govt
25-6-42
from
Law
28.6.42

Off attend
to
Matter

SECY TO GOVT DEPT 1624 21 JUN 1942 GOVT OF MYSORE

OFFICE OF THE MINISTER FOR LAW & PH Dt 26 6 1942 No 8080

NOTE—Cont Sheet

WD 041 5—GPB—55 000—23 10 41

M(File No 12 7558/L of 194 1

General and Revenue Secretariat

Serial No

sorted with a draft Go for appt
WKB 30/6/42

immediate
30/6/42

29

TY CL
30 JUNE 1942

To The Chairman, C & I Bd, Mysore
The Comptroller
The Dy Comm'r, Mysore Dy
The Rev Comm'r
The Supdt Govt Printing
No L/12/32-6 Dy 30-6-42
Sanctions the proposal

B 6/7/42
17

Serial No

From the Chairman, C D Y Bd, Mysore
No 3054 J 25-3-42

Requests that he may be permitted to introduce the Improved System of Office Procedure (Tottenham System) as in force in the Dr Offices from 1-4-42
It is stated that the Proposal number system sanctioned in GO No 570/E Ag 29-3 Dy 20th Nov 1917 has not been introduced in the Trust Board Offices

Submitted for orders

2/4 The proposal to introduce Tottenham system may perhaps be approved after Consulting the Sec to Govt Rev Dept in which the Proposal number system is continued

5/4 The file in which the introduction of the Tottenham System of Office Procedure has been ordered to be introduced into the Municipal Offices in this State may be put up.

Submitted

The Govt Branch may be requested to put up the file

4/5

NOTE—Cont Sheet

5762

5767 ∫ 7558 / L

12

File No 5767 ∫ 7558 / L of 1941–2 — General and Revenue Secretariat

Serial No

Please enquire as to the system of correspondence adopted in the Municipal office and whether the Tottenham system has been introduced in the chairmans office as from 1 4 42 & if not why it may not be brought into effect from 1 7 42 i.e. from the beginning of the next official year.

Pro 4/5/42

Dealt with a draft letter for o/s/c

WB 8/5

8/5

To the Chairman C I S B, Mysore
No L 10813 Dt 12/5/42
Calls for some information

From the Chairman, C.I.S. Boarding & Bde, Mysore
No C1 Dt 6-6-42
Forwards the information called for
It is stated that the system of correspondence that is in vogue in the City Municipal office is the old "from & To" system & that the new system is proposed to be brought into effect from the year 1942-43

submit for orders

WB 9/6/42

5-767/2

No 3054/26342

Office of the Chairman
City Improvement Trust Board Mysore

Dated 25th March 1942

Re 12-41-18

From

B S RAGHAVENDRA RAO Esq MA (Hons)
Chairman City Improvement Trust Board
MYSORE

SECY LAW DEPT
COURT

H V Narayana Rao, Esq, P A, LL B,
Secretary to the Government of His Highness
the Maharaja of Mysore, Law Department,
Bangalore

Sir,

I have the honour to state that Government in their Order No 570/E A G 298 dated 21st November 1917 prescribed Rules of correspondence and Record arrangement in the Office of the Chairman, City Improvement Trust Board, Mysore, (i e, Disposal Number system) Somehow this system does not seem to have been brought into effect and the old system of maintaining From and To registers and keeping the disposed of records in monthly bundles etc, is continuing

2 This system has led to much confusion and it is very difficult to check the pending papers with the officials every month and to preserve the records in an up to date manner

3 I therefore propose to introduce the Improved System of Office procedure (Tottenham System) as in force in the District Offices from 1st April 1942, and request that sanction of Government may kindly be obtained for the introduction of the same

4 The Superintendent, Government Stationery, Bangalore will be addressed to supply the registers and forms required under this system

I have the honour to be,
Sir,
Your most obedient servant,
B S Raghavendra Rao
Chairman 25/3

HRS

Appendix F G—1]

SUBJECT

Section ML
File No 12-41
Serial No

Diary No of letter replied to

No L 10813

To

The Chairman,
City Imptt Bd, Mysore

General and Revenue Secretariat

( )

the *19*

Date of issue 12/5/42

Signed by Ishy Rao

Sir,

With reference to your letter no 3054 Dy 25-3-42, requesting ~~(that you may be pleased to grant)~~ permission to introduce the Improved System of Office Procedure (Tottenham System) as in force in the Dt offices with effect from 1-4-42, I am directed to inform ~~request you to be so good~~

List of enclosures

Copied by

Examined by

What

as to ~~State whether~~ the system
is being
of correspondence adopted in
Inspectorate
the Hull office and whether
the Tottenham system has
in full
been introduced in the Trust
Board office as from 1-4-42 thereby on the same lines proposed
It is has been so introduced,
~~if not, why it is not~~
may or not
the brought into effect from
1-7-42 or from the beginning
of the next official year
for the future/ convenience?

Thanks etc

from

Dor Secretary

Law Dept

8/5

8/5

7 5 7 1 K

No C No 1
7 6 1942

Office of the Chairman
City Improvement Trust Board Mysore

Dated 6th J u n e *194 2.*

GEN & R I SECR TT
8 JU 1942
NCH

FROM

B S RAGHAVENDRA RAO ESQ MA (HONS)
Chairman City Improvement Trust Board
MYSORE

To

H V Narayana Rao, Esq , B A , LL B ,
Secretary to the Government of His Highness
the Maharaja of Mysore, Law Department,
Bangalore

SECY LAW DEPT
GOVT OF MYSORE

Introduction of improved system of Office Procedure

With reference to your letter No L 10813 /M1 12-41 dated the 12th May 1942 in regard to the above, I have the honour to state that the system of correspondence that is in vouge in the Mysore City Municipal Office is the old 'From and To' system that is in vouge even in this office As sanction of Government was not received, the improved system was not brought into effect from 1st April 1942 as originally proposed As the official year is now coming to a close if approved this improved syste will be brought into effect from the new official year 1942-43 The necessary forms and registers have also been received from the Superintendent, Government Central Press, Bangalore

I have the honour to be,

Sir,

Your most obedient servant,

B S Raghavendra Rao

Chairman

HRS

G R S App F VI G 2]

SUBJECT

Diary No of letter replied to 1

Abs

Sec ML
File No 12-41
Serial No 29

General and revenue Secretariat

( )

the *192*

Proceedings of the Government of His Highness the Maharaja of Mysore

Date of issue 3/6/42

Read—

Signed by Asst. R "2"

Go No 570 E & A dt 29-3 Dt 21-11 1917 Prescribing Rules & Correspondence and Record arrangement in the offices of the City Improvement Trust Board, Mysore,

~~Order Thereon No~~ ~~Dt~~ Letter

2) Correspondence ending with letter No C 1 Dt 7-6 1942 from the Chairman, City Improvement Trust Board Mysore, requesting, for reason

May this be

i Printed ?

ii treated as a standing order ?

iii published in the Gazette English Part ?

iv translated ?

v placed at the disposal of the press ?

vi published in the Gazette Kannada Part ?

12-6-42

3/6/42

requested, that he may be
permitted to introduce the
simplified system of office
Procedure (Tottenham System) sanctioned in respect
~~proposed~~ ~~sanctioned~~ in the Govt of Time Keeper
C4853-62/mel 35-36-4 Dy
28-12-1935, in the Transport
Board office with effect
from 1st July 1942

order no L 12132-6

Sanctioned

for
Secretary to Govt
Law Dept
30/6

To The Chairman,
C D T Bd, Mysore
The Comptroller
The Dy Commr, Mysore Dt
The R-C.
The Supdt Govt Printing & Stationery

List of enclosure

Copied by

Examined by

WD 0326—GPB—12 500—26 5 27